



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

September 15, 2003

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2004-08

TO: All ISIS HR Paid Agencies

FROM: Jena W. Cary
Director

SUBJECT: U.S. Savings Bond Program

The Division of Administration, Office of State Uniform Payroll, has an agreement with National Bond & Trust Company (NBT) to continue to administer the U.S. Savings Bond payroll deduction program for all ISIS HR paid employees.

As a licensed Issuing Agent of the U.S. Treasury, National Bond & Trust handles all aspects of the bond program. NBT will distribute promotional posters and informational literature, conduct on-site Savings Bond campaigns, issue and mail savings bonds to the bond owner, maintain the database of all bond information, and handle all bond related questions. Employees will continue to have the option to purchase the Series I Bonds or EE bonds through the NBT program. NBT also offers a Bond Continuation Life Insurance program. However, participation in either program is voluntary.

National Bond & Trust representatives will work with each agency to arrange on-site visits during working hours. **Please remember to forward this notification to all field office locations.** Agencies should provide the NBT contact information listed below to their employees and advise their employees to provide their Social Security Number or inform the NBT representative that their account is identified as STATELA when contacting NBT.

If there are any questions, please contact National Bond & Trust Customer Service at the following numbers and website address listed below:

National Bond & Trust
Phone: (800) 426-9314
Fax: (219) 663-5215
Internet: <http://www.nbtco.com>

JWC:ASW/kmb